INSTRUCTIONS FOR PREPARATION OF NATIONAL SHIPBUILDING RESEARCH PROGRAM RAPID ADOPTION PROJECT SUBMISSION FORM

GENERAL

SCOPE. This instruction establishes uniform requirements for the preparation of the National Shipbuilding Research Program Rapid Adoption Project Submission Form (RAP). The information contained herein is intended for compliance. Instructions for the submission of the full package are in the RAP Proposal Guide.

Block 1. Date Prepared. Enter the submittal, preparation, or revision date of the RAP in the format DD Mmm YYYY (for example, 01 Jan 2014). Revised RAPs are to have the date of the revision entered.

Block 2. RAP Number. The RAP unique identifier tracking number and a revision indicator will be provided by the NSRP Program Administrator.

Block 2a. RAP Revision. Revisions are to be identified in sequence from the original issuance of the RAP as in "R1", "R2", "R3", etc. Major revisions to a RAP are to be completely revised and resubmitted as a separate package.

Minor revisions to a RAP (such as those that correct errors, add or delete information, or provide clarification) may be made by attaching new or revised pages and indicating the new date and revision level on each such page of the RAP. This necessitates changing the page containing the date and revision level, even if no other data on the sheet changed.

In either case, the information that differs from the original RAP is to be clearly identified in a manner similar to the marking of change pages for specifications, and for minor revisions, indicating the revision before and after conditions/areas. The RAP should include information as to whether the revision is a resubmittal replacing the existing RAP in its entirety, or provide change pages to the existing RAP.

Block 2b. Business Sensitive. Enter if the information provided on the Submission Form is Business Sensitive to your organization. Click the button beside the YES or NO to provide NSRP with the correct information. REMEMBER TO NOT PROVIDE ANYTHING CLASSIFIED IN YOUR SUBMISSION. Any document that you need to attach to this form that includes anything with CUI information in it should be sent separately and not attached to this Submission Form.

Block 3. Project Title. Enter title of the recommended project. Please limit the title to something that can easily recognizable and that is concise.

Block 4. RAP Type. Enter the RAP Type using one of the following designations:

a. Preliminary. A RAP that the Offeror is still bringing together information even when the Submission Package/Form is submitted.

b. Final. This designation is used when the RAP that is fully signed (with Navy Signatures) and ready to be moved forward. This will most likely be done by the NSRP Program Administrator or Navy Technical Authority(ies).

Block 5. Description of Problem or Issue. Enter a description of the problem or issue that the proposed project will fix.

Block 6. Description of Solution. Describe what is being proposed in the project to meet the need to fix the problem/issues. Explain the full solution and benefits of the proposed project. The description should include a summary of the physical and functional changes to the item(s) and the effect of those changes on other items or on the system. A summary of documentation changes may be included as well. Marked drawings or other documents should be included when necessary to describe and justify approval of the proposed change. Need to cite applicable specifications so the Navy Technical Authority(ies) can trace it. If a P/N or NSN applies, need to provide that.

Block 7. Primary Ship Work Breakdown Structure (SWBS) (If known). Enter the Primary SWBS in Block 7.

Block 8. Secondary Ship Work Breakdown Structure (SWBS) (if known). Enter the secondary SWBS in Block 8.

Block 9. Starting Technology Readiness Level (TRL). Provide the starting TRL of the RAP. In the definition of a RAP, the starting TRL should be an 8 or above for it to be in consideration for award. This TRL will also be demonstrated by additional information within the Submission Package. TRL definitions listed in Appendix of RAP Proposal Guide.

Block 10a-f. Documents Affected. Enter the Documents being modified by the proposed project. Identify the Cognizant Agency for the document, Document No., Document Title/Nomenclature/Name, Current Revision, and as required, the DD Form 1695, Notice of Revision (NOR) page number (i.e., specifications, drawings, Model Based Definition datasets, parts list, packaging data, quality assurance provisions, or other document being modified). Indicate `Yes' or `No' if you have included proposed revisions to Document are attached or is not attached to this form. (This should be discussed with NTA prior to submission.)

Block 11. List Current Commercial Use and Commercial/Other Govt/Classification Society Certifications or Approvals. Enter all current Commercial Uses for the proposed solution. Add in any Commercial/Other Govt/Classification Society Certifications and/or approvals that the proposed solution currently holds. Identify which elements of the "Commercial" or "COTS" definitions in the RAP Proposal Guide are currently met by your proposed solution.

Block 12(a/b). List Current and Future U.S. Navy Platforms/Ship Classes Targeted for Implementation of This Solution.

(a) Provide the ship hull number and ship class, or the shipyard facility/process, intended for tests or demonstrations during the RAP, or intended for immediate implementation upon completion of the RAP. (If none, so state.) For example: "SSN 761/ Los Angeles-class" or "HII-Ingalls/ Panel Line"

(b) Enter all current and future U.S. Navy Platforms/Ship Classes that will be affected by the implementation of this proposed RAP.

Block 13. For Software Solutions (if applicable): Provide Description of Proposed Development Effort (Including New Code or Functionality Versus Existing Code/Functionality). If the proposed project is a software solution, provide the description of the proposed development effort. This should delineate development new code or functionality versus modification of the current code or functionality. Confirm the software TRL associated with the proposed project (refer to TRL definitions in RAP Proposal Guide).

Block 14. Describe the Expected Measurable Beneficial Impact of This RAP. Quantify and Include Assumptions/Estimates. Explain the expected measurable impact of the proposed project. Provide (in detail) the benefits that the proposed project will have over its lifespan. This should include labor savings, material or other savings, and/or schedule reductions. Include quantified estimates (if known).

INSTRUCTIONS FOR PREPARATION OF RAPID ADOPTION PROJECT SUBMISSION FORM

Block 15. List Proposed Project Team Participants, including Shipyards. Provide a listing of all project participants and shipyards involved in the proposed project.

Block 16a-f. Project Lead. Enter the name of the individual representing the submitting organization who is considered to be the originator of the RAP. Also include the RAP originator's address, email, and telephone number.

Enter the submitting activity, signature, name, and title of the individual authorized to submit the proposed project.

For all signature blocks, please use eSignature if possible. The use of eSignature will negate the need for anything to be placed in the Date Signed boxes provided. If eSignature is not used, please provide a Date Signed in those boxes.

Block 17a-e. Shipyard Recommendation. Check the appropriate box to indicate that the main Shipyard associated with the proposed project is in agreement with being a part of the project. For Block 17d, include internal changes for implementation within the shipyard, training, required testing, and implementation costs.

The signature block for this section is for the shipyard participant. This should be at the NSRP Shipyard Delegate (NSD) or ECB member level for ECB member shipyards. For non-ECB member shipyards, the signatory should be an officer of the company that is authorized to commit resources to the project.

Block 18a-e. Navy Recommendations. Navy Technical Authority(ies) will put in their approval and/or disapproval in this section. Navy Technical Authority(ies) should click the correct box corresponding with their decision on the proposed project. Enter the name, title, signature, and date signed.

Block 19. Final Approval Signature. Final Navy Approval Signature added once Submission Form is marked as FINAL.

Attachments Button. Use this section to provide additional files(s) relevant to the Rapid Adoption Project Submission (including the other files needed for full submission of the RAP). This includes any of the documents that were a part of the revisions within Block 10 and Statement of Work (SOW). Cost Table will need to be included in the email for submission but not as an attachment to the RAP Submission Form.